



**Code Enforcement  
Community Tool Shed  
TOOL REQUEST FORM**

A Tool Request Form must be submitted each time an item is borrowed. Please note that lead time on loan requests is subject to availability and demand. To avoid scheduling issues, please await a reply to assure the equipment you need is available for your project.

**1. Borrower Information**

Enter contact information for the person who will be responsible for the tools.

BORROWER FULL NAME	BORROWER COMPANY/ORGANIZATION		
BORROWER ADDRESS	BORROWER CITY	STATE	ZIP CODE
BORROWER PHONE NUMBER	BORROWER MOBILE PHONE NUMBER		
BORROWER EMAIL	BORROWER DRIVERS LICENSE NUMBER/STATE		

**2. Project Information (Where will the tools be used?)**

PROJECT ADDRESS	CITY	STATE	ZIP CODE
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**3. Requested Tools**

Tools will be loaned based on availability and if use is within guidelines. All items must be returned.

EQUIPMENT	QUANTITY	EQUIPMENT	QUANTITY	EQUIPMENT	QUANTITY	EQUIPMENT	QUANTITY
Lawnmower	_____	Metal Rake	_____	Pick Axe	_____	Drainage Shovel	_____
Weed Eater	_____	Leaf Rake	_____	Push Broom	_____	Spade Shovel	_____
Hand Pruner	_____	Hammer	_____	Scrapers	_____	Saw Horses	_____
Lopper	_____	Garden Shovel	_____	Scoop Shovel	_____	Ladder	_____
Pole Pruner (Manual)	_____			Pitchfork	_____		

**4. Important Terms and Conditions of Agreement, please read:**

- You must be a resident, community group or business in the City of San Antonio to participate in the Community Toolshed
- You must provide proof of residency
- You must read and agree with Tool Shed Guidelines
- You must read and agree with the proper use of tools and equipment requirement
- You must sign the Agreement Including Release and Indemnification before tools can be loaned
- The application is valid for a period of one year and must be renewed in person, annually
- Any individual with an outstanding debt to the City must resolve that obligation before being eligible to participate in the program

## 5. Tool Shed Guidelines

- Borrower can pick-up tools on Thursdays and Fridays by appointment.
- Borrower must return tools between the hours of 8:30am – 9:00am on Mondays.
- Borrower must clean tools and return them to the Tool Shed in the condition in which they were borrowed. Equipment/tools returned in an unclean or broken condition may result in the user not being allowed to borrow tools/equipment in the future.
- Borrower is responsible for any injury to self or damage to his/her property or the property of others occurring from the use of the Community Tool Shed equipment/tools.
- Borrower is responsible for the use of tools by others/third party.
- Borrower shall ensure power tools are only used by individuals 18 years of age or older
- Power tools that require fuel (gas and oil mixture) will be loaned with a full tank. Borrower is required to purchase their own gas and/or oil in accordance with the instructions and user manual for the tool/equipment.

### RELEASE OF LIABILITY

Borrower agrees to and EXPRESSLY RELEASES, WAIVES AND ABANDONS any and all CLAIMS OF NEGLIGENCE, GROSS NEGLIGENCE, AND STRICT LIABILITY against the City, its employees, agents or assigns for liability and responsibility which the City may have or may incur, whether by the use of the equipment by the borrower or by a third party, by its condition or care, or by or for any other means. Borrower agrees that City, its agents and employees, shall not be liable or responsible for, and shall be SAVED, HELD HARMLESS, RELEASED and INDEMNIFIED by Borrower and RELEASES AND FOREGOES any and all claims that Borrower may have, now or later, against the City, its employees, agents or assigns from the use of the use of the equipment by the Borrower or by a third party, by its condition or care, or by or for any other means . Borrower expressly accepts and adopts all responsibility and liability for the equipment in all ways: its condition, how it is used, how it is stored, etc. Additionally, Borrower expressly accepts and adopts all responsibility and liability for the use or misuse of this equipment as it may affect third parties, in person or in rem, and will INDEMNIFY AND DEFEND the City, its employees, agents and assigns from all claims which may be made against the same by third parties.

### LOAN AGREEMENT

The requested tools must be used for the completion of a community project only. Tools must be picked up and returned to the Community Tool Shed. All tools must be stored in a secure location from the weather. Tools must be returned within one week in order to ensure their availability for use by other residents and community organizations. Failure to abide by these conditions may make you ineligible to borrow tools in the future.

☐ I have read this form in its entirety and accept all provisions and Terms and Conditions.

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

TOOL PICK-UP DATE AND TIME	TOOL RETURN DATE
PICK-UP LOCATION WILL BE PROVIDED ONCE APPLICATION HAS BEEN APPROVED	RETURN TIMEFRAME

OFFICE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Staff Signature	Date